

DIRECTOR'S REPORT **February 2006**

Automation Project – We were back for two days after the holiday closures and then closed January 5 & 6 for staff training. Two database test loads occurred in January and we feel very comfortable that all the issues have been fixed. A huge thanks goes to Jeannie Haag, Technical Services Manager for her role in working with Endeavor and WIN to get all the tables they needed so that this conversion process can go as smoothly as it is going.

Since all materials in our database will be loaded showing Moscow as the "shelved at" location we must "pick & scan" every item at each branch so that they display in the OPAC correctly. Once we go live on the new system all the branches will be closed until this "pick & scan" process is complete. Thanks to the Board's approving additional hours for part-time staff we are getting some barcode projects completed which will speed up the "pick & scan" process in the branches.

The reason the barcoding project was necessary is because half of our collection has very old barcodes which were used with the Follett system; a system that was replaced in 1999. The Follett system used a barcode that began with a "T" followed by numbers. The scanners we use to read the barcodes are in the process of being reprogrammed because without the reprogramming in the new system they cannot read the "T" barcodes. In the best of all possible worlds all of the "T" barcoded items should have been reviewed for possible withdrawal from the system or rebarcoded long ago, but Chris and Cathy simply do not have sufficient time to do the huge retrospective weeding project that our collection so desperately needs.

And another huge thanks to Anne Cheadle, Access Services Manager, who is overseeing the project where several staff and volunteers are entering patron information into the live VALNet database. She is also coordinating the on-going staff training in use of the new system. The scanners also fall into her lap!

Anne and Jeannie have been vital to the success of this project. We could not have done it without them. Thank you seems so insufficient to capture the gratitude I have for the work they have done! The staff have been incredible too, working hard to master a new system and pitching in wherever they can to help get all the preparatory work done! The people of Latah County are so very lucky to have such an incredible team of people serving up great library service.

Accounting Software Project

Carol is working with Cade Konen to get all our financial records transferred from Cougar Mountain to Quick Books. Once this project is complete LCLD will be on very solid ground with our new (and user friendly) accounting system.

Moscow Library Lower Level Project

We have been busy cleaning things up. It is amazing how fast stuff piles up when you don't know what to do with it. Mary Hughes, with the Moscow Friends is going to find homes for all our computer parts and pieces – hopefully, in exchange for money but if that is not possible then to find someone to just get them off our hands.

We are re-arranging the work space to achieve greater efficiency. We have shelving by the back door for the VALNet courier pick-up. We have a larger and more convenient space for the donated books. In addition, all the tech services staff is now in one area. We are working on a more efficient space for the Business Manager (see new business on the agenda).

Copier

The public copier was beginning to throw fits so we got a new copier from IKON and moved the old one downstairs for administrative use; replacing the old workhorse that was one its last leg.

Branch Information

Bovill –January has been a busy month preparing for the migration to VALNet. The training in Moscow was very good and gave us a look at what we will be dealing with very soon. I have some great volunteers who have helped me with the re barcoding project and we were able to finish that very quickly and painlessly. I have a list of volunteers ready and waiting to help me with the “pick and scan” once we are ready to begin that process. I was in the Moscow library and was able to take a peek at the screens we will be using to do this and it looks like it will be very manageable. I do not anticipate having to be closed for very long during this process. With the volunteers that I will have helping me, I look for this to move right along pretty smoothly.

The Bovill Friends will be meeting on Wednesday Feb 8th to gather the information needed for the district website for our Friends page and to discuss projects and fund raisers for the new year. We recently had a new table added to our library that was purchased by our Friends. It is a very nice sturdy round table for the center of our room.

The pre-school teachers have decided that trying to bring down a group of little ones once a week was getting to be too much for them, especially this time of year when the weather isn't the greatest and there is sometimes only one teacher. They are planning on visiting the library for story time once a month and see if that works better for them. I wasn't very happy with this decision but I understand their position. It has been awhile since I have spoken with the after school program leaders so I plan to get together with them and see if they can once again start coming to the public library on a weekly basis.

Deary – Deary has been very busy this month. Shoveling snow and wading through puddles and slush has become the norm. Our volunteers still faithfully clean and shine the library for us, and we do appreciate them! We continue to grapple with the changes necessary for us to join the VALNet library consortium in February. The database is very user-friendly and should be very much appreciated by the patrons! We just went through a massive rebarcoding of materials in all branches, preparing for the migration. We also attended a two day VALNet training session at the University of Idaho and are continuing to train.

Genesee – This month started with an embroidered and framed picture made by one of the Genesee patrons. It is on display near the children's books.

The Friends group met and worked out the final plans for the Dave Wahl book reading and signing. The event happened Saturday, Jan 21 in the library with approximately 35 people. After the program the All Friends group met.

At the end of the month the re-barcoding project started and finished. A few students helped by indentifying the books that needed attention and tipping them on the shelves. From that point I set up an assembly line and got them pulled, barcoded and re-shelved. For me it helped to work in small batches and keep things in order. I went through 11 ½ pages of barcodes so it wasn't too bad. It did make me aware of how many older books we had here.

I've spent a little time practicing the new system with the Tiggywiggle family, but there isn't too much to do with them at this point. I'll have to get to Moscow and get in some real practice in.

Julietta – January was a busy and hectic month for everyone with the Endeavor Training and all the preparation for the migration to VALNet well underway. We still managed to check out a few books during this whole process as well. Story times were up and down again as they were in Dec. with illness

and bad weather keeping people at home some of the time. Class visits were on schedule except for fifth grade who just forgot to make the trip down to the library. People are stressed everywhere now days! Patrons are busy filling out new applications in preparation for the new library cards and for the most part seem to be very excited about the migration. We are busy weeding and also practicing with the test database so things will go as smoothly as can be expected when we go live in February.

Moscow –

Access Services – NOTE: Anne has been in up to her scalp line with the migration project!

Adult Services – I joined the rest of the staff in two days of Endeavor training.

We want to integrate the Sci-Fi/Fantasy books with the rest of the fiction collection in Moscow, so I weeded and/or re-barcoded the SF/Fan paperbacks and put them on a rounder. Now we can begin to combine the two hardback fiction collections. No one seems to know why the SF/Fan collection was originally split off from the regular fiction, but I think it may have something to do with the agreement for a large donation of books from the widow of a SF collector (or author??) a long time ago. At any rate, soon SF/Fan will just be another genre among the ranks of mystery, romance, adventure, historical, western, and general fiction.

The Auto Repair Reference Center (ARRC) database is now up and running. I've heard good reviews of it. We now have World Book and ARRC accessible to registered patrons through our web site, plus the LiLI-funded Ebsco databases (EBSCOhost magazines, NovelList, and NovelList K-8).

I met with the Friends' Moscow Library Centennial Committee to sketch out plans for the year's activities. Carol Spurling, who was commissioned to write a commemorative booklet, has many good ideas and has launched an essay contest on the theme "I Love My Library." She also plans to create a traveling exhibit on the centennial. She feels confident of receiving funding from the Idaho Humanities Council and the Latah County Community Foundation. In addition to funds from the Moscow Friends, I have received donations from Bookpeople and Tri-State, and a pledge from the UI Geological Sciences department, to support a speaking engagement for mystery novelist Sarah Andrews in October. I still need more money, though, so if anyone has any ideas, please let me know!

Judy Sobeloff has organized the "Latah County Writes" workshop series (see the link on our web page), which will take place this spring in Moscow as well as the six branch library communities.

Business Office - January is typically the busiest month of the year for the Business Dept. considering there are end of month, quarter and year processing and reports to do. In addition to those items, we had COLA's and an increase in insurance rates, and also calculations for adding back dental insurance. The staff is very grateful for the dental insurance, myself included.

I am working with Cade to get the QuickBooks software up and running. I have streamlined our chart of accounts to reflect the account codes that we do use. According to Cade, I should be able to create the income/expense report in the format that we are using. I **hope** to begin using it this week for my payable run. Once I have the system operational I need to reenter all the work from October 2005. I am targeting to have this done by the end of February.

The transition to Wells Fargo Bank's ExpressPay, which is saving us \$ over Payroll America, has been pretty easy so far. I just received the software so I need to learn this new system. This change has taken a lot of time to organize, review for accuracy and fine tune. There are still a few things to reconcile. It will be nice to have that project behind me.

Tech Services – NOTE: Jeannie, too, has been in up to her scalp line with the migration project!

Potlatch – It has been a busy month with training, finishing the re-bar-coding and discarding paperbacks. Since we had a jumpstart on our re-bar-coding, I was able to discard 469 Potlatch paperbacks. The shelves were getting way too crowded. We have started our Winter Reading Program and it is off to a slow start due to all the other projects going on. We will be promoting it heavily starting next week. I have one volunteer to help with the pick and scan. I will try to recruit some Friends tonight at the Friends Meeting and when there is a more firm date will try to get some more volunteers. We are very pleased with our new copier.

Troy – The Troy Friends had their meeting at the Troy Library January 9th. They elected officers, discussed the Writer's Workshop and agreed to purchase JE and JB books for the Troy Library with the \$1000.00 that was donated to the Troy Library earlier. The books will rotate through the district once they have spent a few months at Troy. Cathy Ensley, Children's Librarian, has compiled a list of books that will be ordered. Thanks, Cathy. The patrons have been busy filling out new library card applications. As we have been busy rebarcoding T barcodes, weeding and preparing for VALNet. It will soon be here. The Troy After School Program has started coming to the Library again. This is the first visit since the holidays. Our display case this month, was done by the After School Program. The students made gingerbread houses out of small milk cartons, graham crackers and candies. The Troy Book Club has several programs planned. February 22 will be a local author, Glen Lanier from Moscow. He will be presenting his book, Roughrider. March 22, will be author Mary Clearman Blew, and March 25 will be the Writer's Workshop, with Mary Clearman Blew.